

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED

MINUTES

May 21, 2003

F. Ray Power Building, Institute, WV

ATTENDANCE: Lee Dixon, Chair; Donna Prunty, Linda Maniak, Everette Sullivan, Dennis Miller, Karen Byrd, Executive Secretary

WVARF: Steve King, Craig Greening, Ken Kennedy

Guests: Rhonda Andreason and Melissa Easter, JCDC; Jan Smith, The Op Shop, Fairmont; Gloria Cox and Carl Mayfield, SW Resources.

Lee called the meeting to order and recognized guests.

Approval of Minutes: Everette Sullivan moved to accept the April 2003 Minutes Motion seconded by Linda Maniak. Motion carried.

Financial Report:

Ken said a letter from Gay Ellis was received indicating \$3,896 projected spending for FY'04 is 10% over budget. The budget includes per diems for Committee members and refreshments, but does not include money to print the annual report. Steve said this expense would be incurred by the CNA.

WVARF Report:

Steve reported that MCA food service was awarded to Blackstone, an out-of-state company, who had the lowest bid. Steve shared the 2002 Annual Report for SUPRA (State Use Programs Association).

Legislative Ruling

Dona said the effective date is July 1, 2003.

Contract Presentation - New

Craig said to disregard the reference to condiment kits on the non-recurring purchase list. A Statement of Work was provided with some contracts. There is a new contract with Division of Natural Resources in Beckley. CRP: Wyoming County Workshop.

Contract Presentations - Renewal

Gloria and Carl presented examples and information relative to the exterior signage made by SW Resources. They said this product is 100% client made and some assembly is required. This is a one-time contract. This must be certified by WV ARF for fair market value then presented to Purchasing for approval. SW Resources wants to obtain the statewide contract. Karen said this type of contract should go out on bid. Donna abstained from voting due to her prior association with SW Resources on the project.

1. Craig stated that Precision Services has a statewide contract to provide document imaging. They request modification to their contract to include DVD pricing.

2. JCDC's Data Entry contract is up for renewal. This is a statewide contract and exclusively to JCDC. Rhonda explained that at first they were doing only high speed data entry. JCDC proposes to rename the contract "Data Management Services" in keeping up with technology. Rhonda stated that the production department employs 62 individuals with disabilities. There is another section that employs 32 employees, only half with a disability. JCDC has cross-trained five employees.

Three (3) customers have renewed their contracts and increased their square footage.

- DOH, District 4 Headquarters. CRP: The Op Shop.
- DRS Rehab Center, Institute. CRP: GW of KV
- Dept. of Environmental Protection, Oak Hill. CRP: Nicholas County Workshop.

Craig stated that two customer contracts show a reduction; namely, Air Quality and Environmental Boards, Charleston. CRP: GW of KV, and DOH District Headquarters, Elkins: CRP Randolph County Workshop. It is noted that the reductions were made in the frequencies of tasks, and the dollar amount affected the supervisor but did not affect client pay.

Donna Prunty moved to accept the contracts as presented. Linda Maniak seconded. Motion carried.

WVARF Accounts Receivables

In Chris' absence, Steve stated that for a period of time federal dollars were being withheld, but now those dollars are being released and money owed is beginning to come in.

Legislative Rule

Donna said the effective date is July 1, 2003.

DHHR Warehouse

Craig said Dave Tincher wants all mandatory contracts and non-mandatory contracts listed. The goal is that the list be inclusive and replace the old listing.

Master Statewide Follow-up

Karen said Betty Francisco is working hard to incorporate all contracts into a complete Master list by July 1, 2003. She also said there must be a decision made on non-mandatory services, and that there will be agency piggy-back options included in the wording. Dennis asked if a survey could be done that lists customers who provide State Use. Steve said the WVARF Newsletter will contain this information as will the Annual Report.

Mail Pre-sort Contract

A draft outline of an RFP was provided. Additional information is being gathered to finalize the RFP the outline and make available for approval at the August meeting. Steve said the Manager for Pre-sort has taken another job and the position will be filled internally.

Planning Meeting Follow-up (Goals & Objectives)

A draft was provided that accurately reflects previous discussions. It was suggested that each meeting's agenda provide an update on the goals and objectives. The changes to the draft are as follows:

- Performance Outcomes, Customer Satisfaction - change FY 2003 to FY 2004.
- CNA Objectives for FY2004, Goal #3, d. - delete reference to ISO 9000.
- Goal #4 - reword the statement to emphasize that complaints are addressed within five (5) days with WVARF staff and then shared with the Committee.

Internal guidelines to check standards and the quality of products will be available by March, 2004.

New Business

A sample WVARF Agreement was provided for discussion. It was agreed to add a review date. Donna will check on legal language for termination language and provide information at the next meeting.

Meeting Dates

All meetings are held at 9:30 a.m. in the FRPB, Small Conference Room, Institute, unless otherwise stated. Meeting schedule: June 18; July – no meeting; August 6; September 17; October 22; November 19; December-no meeting.

Adjournment

Ken Kennedy moved to adjourn. **Linda Maniak** seconded. Motion carried.